

**Texas Education Agency
Standard Application System (SAS)**

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	FOR TEA USE ONLY Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> Received Texas Education Agency 2014 APR 30 PM 3:01 Document Control Center P.O. Box 14926 Austin, TX 78714-0266 </div>
Application deadline:	5:00 p.m. Central Time, May 13, 2014	
Submittal information:	Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name Cross Plains ISD	County-District # 030901	Campus name/# Cross Plains High School/030901001	Amendment #
Vendor ID # 75-6001237	ESC Region # 14	US Congressional District # 11	DUNS # 056494024
Mailing address 700 N Main		City Cross Plains	State TX
			ZIP Code 76443

Primary Contact

First name Sarah	M.I. J	Last name Childers	Title District Grant Writer
Telephone # 325-203-3262	Email address Greengrl78@yahoo.com		FAX #

Secondary Contact

First name Phil	M.I. 	Last name Mitchell	Title Superintendent
Telephone # 254-725-6121	Email address pmitchell@cplains.esc14.net		FAX #

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name Phil	M.I. 	Last name Mitchell	Title Superintendent
Telephone # 254-725-6121	Email address pmitchell@cplains.esc14.net		FAX #
Signature (blue ink preferred)		Date signed	


4-25-14

Only the legally responsible party may sign this application.

701-14-107-006

Schedule #1—General Information (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
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No fiscal-related attachments are required for this grant.

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
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No program-related attachments are required for this grant.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines for this grant</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances
☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the application is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Cross Plains ISD is applying for the 2014-2016 TEA Technology Lending Grant for its High School Campus in order to support the District's mission to provide every student with an educational foundation to prepare them for future success in life. The grant funds will be utilized to benefit the population of the program by providing a foundation for a student's education in a Technologically Modernized Society, by creating an academic and instructional versatility and convenience for Students and Instructors, providing a tailored academic environment for Students with Special Needs, and providing an overall long term savings for the School District as a whole. These objectives align with the District's goals for the 2014-2015 school year of implementing technology in to the classroom in order to streamline effective education techniques thus enhancing classroom curriculum that will manifest into the student body through increased grade point averages and test scores.

The budget for the 8th-12th Grade Technology Lending Program is based off of careful selection of devices to be utilized. The device chosen to purchase for program implementation is a HP Chromebook (that will be known as "Device" throughout the remainder of the proposal.) It has been found that these devices will best suit in meeting the objectives for the proposed program due to their versatility, convenience, and cost. The approximate price per device will be \$357.00 plus \$60.00 for each device for a 2 year insurance policy against damage and theft. A total of 124 devices will be expected to be utilized for the duration of the proposed program. It is also expected that a maximum of 2 students will require financial assistance for residential internet for the duration of the proposed program. The expected cost of providing internet for those students is approximately \$1540. The total amount needed to implement an 8th-12th Grade Technology Lending Program will be \$53,248.

A rough synopsis of the demographics of the Campus is that of a rural school, with a total High School population of roughly 152 students. Out of the current student enrollment, 57.9% of the student body is considered economically disadvantaged. With these previous statistics, it is noted that because of a high rate of an economically disadvantaged student body, a successful implementation of a Technology Lending Program will prove to be vital in creating an educational cornerstone of lifelong success to students that otherwise would not have the opportunity presented to them due to financial constraints. Needs assessments are created through a collaboration of educators that includes administration as well as teachers. Administration determines the efficiency of a program according to the milestones set for achieving the proposed goals that address the assessed needs. Administration then determines if the said needs of the proposed program are to be updated and changed if the proposed timeline of the milestones are not being met within the timeframe stated. Ensuring that progress of the program is maintained; Instructors will implement necessary documentation throughout the program. Administration will collect the data in a timely manner in order to monitor the progress of the proposed program. The Superintendent will require all data is submitted in accordance with the proposed milestone timeline that is stated. Methods by which the proposed program is evaluated will be via Teacher and Student feedback containing the data of 1. What instructional methods are being implemented and utilized in the classroom as a result of the Technology Lending Program, and 2. Students overall grade point averages every six weeks, average yearly test scores of the district, as well as a district budget analysis of the previous year before implementation and the two years during program implementation. In addition, documentation will be maintained for purposes of mandatory performance measures. This can be achieved by a collection and evaluation of the Technology Director of all Technology User Agreements that are completed before devices are assigned to students on a full time basis as well as a daily roster of participating students that check out the devices on a daily basis. The roster will require the students name, grade, date, device checked out, and reason to borrow a device. This application thoroughly answers all statutory requirements requested by the TEA due to the fact that it is described how funds will be used to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. The applicant is not purchasing nor does it plan to purchase additional lending equipment at this time due to financial restraints and cannot adequately purchase and provide enough devices for all students on the High School campus that wish to participate in a Technology Lending Program. This application answers all TEA Requirements in the following order:

- Description of how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school.
- Description of how applicant will prioritize campuses with the highest need for a technology lending program.
- Description of how applicant will ensure access to lending equipment and residential access to the Internet among students who have the greatest need.

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- Description of how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es).
- Description of how applicant is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s).
- Description of professional development for teachers in the use of electronic instructional materials that has already occurred or will occur no later than the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
- Description of how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es).
- Description of a plan for providing Internet access to the homes of students as needed.
- Description of how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es).

The ongoing commitment to this program is of utmost importance. Administration realizes the importance of providing students with the best educational tools possible in order to achieve the most effective academic foundation possible. This can only be done with effective proactive involvement, communication, and monitoring of any proposed educational program. Funding of this proposed program will represent an academic paradigm shift of epic proportions not only for the Campus but for the District as a whole. Any other type of funding source to cover the entire cost of providing lending technology for every student who needs dedicated access to a device is non-existent. Once a Technology Lending Program is established, and technology is integrated into the classroom on a broad spectrum, The High School Campus will then be able to use funds from the Instructional Materials Allotment in the future as well as the District's general fund to systemically replace devices in the future thus continuously and systematically upgrading the Technology Lending Program on an annual basis.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32

Grant period: October 1, 2014, to August 31, 2016

Fund code: 410

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	\$8980.00	\$0	\$8980.00	
Schedule #9	Supplies and Materials (6300)	6300	\$0	\$0	\$0	
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$44,268.00	\$0	\$44,268.00	
Total direct costs:			\$53,248	\$0	\$53,248	
Percentage% indirect costs (see note):			N/A	\$0	\$0	
Grand total of budgeted costs (add all entries in each column):			\$53,248	\$0	\$53,248	

Administrative Cost Calculation

Enter the total grant amount requested:	\$53,248
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result.	
This is the maximum amount allowable for administrative costs, including indirect costs:	\$N/A

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Expense Item Description		Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	\$0
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	\$0
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: <input type="checkbox"/> Salaries/benefits <input type="checkbox"/> Other: <input type="checkbox"/> Networking (LAN) <input type="checkbox"/> Other: <input type="checkbox"/> Computer/office equipment lease <input type="checkbox"/> Other: <input type="checkbox"/> Building use <input type="checkbox"/> Other: <input type="checkbox"/> Copier/duplication services <input type="checkbox"/> Other: <input type="checkbox"/> Telephone <input type="checkbox"/> Other: <input type="checkbox"/> Administrative <input type="checkbox"/> Other:	\$0
a. Subtotal of professional and contracted services (6200) costs requiring specific approval:		\$0

Professional Services, Contracted Services, or Subgrants Less Than \$10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1	Residential Internet for Qualifying Students	<input type="checkbox"/>	\$1540
2	2 Year Insurance Policy for 124 Chromebooks	<input type="checkbox"/>	\$7440
3		<input type="checkbox"/>	\$0
4		<input type="checkbox"/>	\$0
5		<input type="checkbox"/>	\$0
6		<input type="checkbox"/>	\$0
7		<input type="checkbox"/>	\$0
8		<input type="checkbox"/>	\$0
9		<input type="checkbox"/>	\$0
10		<input type="checkbox"/>	\$0
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:			\$8980

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000

Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
Describe topic/purpose/service:		
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
1	Contractor's payroll costs # of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services	\$0
	Contractor's supplies and materials	\$0
	Contractor's other operating costs	\$0
	Contractor's capital outlay (allowable for subgrants only)	\$0
Total budget:		\$0

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 75-6001237		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
2	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	
3	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	
4	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	
5	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 75-6001237		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
6	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	
7	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	
8	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$0
	Contractor's subgrants, subcontracts, subcontracted services		\$0
	Contractor's supplies and materials		\$0
	Contractor's other operating costs		\$0
	Contractor's capital outlay (allowable for subgrants only)		\$0
Total budget:		\$0	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$0	
a. Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$0	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$8980	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$0	
d. Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$0	
(Sum of lines a, b, c, and d) Grand total		\$8980	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #9—Supplies and Materials (6300)							
County-District Number or Vendor ID: 75-6001237				Amendment number (for amendments only):			
Expense Item Description							
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted	
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies		\$0	
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:			
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:			
6399	Technology Hardware—Not Capitalized						
	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
	1				\$	\$0	
	2				\$		
	3				\$		
	4				\$		
5				\$			
6399	Technology software—Not capitalized					\$0	
6399	Supplies and materials associated with advisory council or committee					\$0	
Subtotal supplies and materials requiring specific approval:						\$0	
Remaining 6300—Supplies and materials that do not require specific approval:						\$0	
Grand total:						\$0	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #10—Other Operating Costs (6400)			
County-District Number or Vendor ID: 75-6001237		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$0
	<input type="checkbox"/> ESC-owned vehicle usage	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$0
	Specify purpose:		
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$0
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$0
	Specify purpose:		
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$0
	Specify purpose:		
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$0
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$0
6490	Indemnification compensation for loss or damage		\$0
6490	Advisory council/committee travel or other expenses		\$0
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$0
	Specify name and purpose of organization:		
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$0
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$0
Remaining 6400—Other operating costs that do not require specific approval:			\$0
Grand total:			\$0

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #11—Capital Outlay (6600/15XX)

County-District Number or Vendor ID: 75-6001237

Amendment number (for amendments only):

15XX is only for use by charter schools sponsored by a nonprofit organization.

#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6669/15XX—Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$0	
66XX/15XX—Technology hardware, capitalized					
2	HP Chrome Books	124	\$357	\$51,708	
3			\$	\$	
4			\$	\$	
5			\$	\$	
6			\$	\$	
7			\$	\$	
8			\$	\$	
9			\$	\$	
10			\$	\$	
11			\$	\$	
66XX/15XX—Technology software, capitalized					
12			\$	\$	
13			\$	\$	
14			\$	\$	
15			\$	\$	
16			\$	\$	
17			\$	\$	
18			\$	\$	
66XX/15XX—Equipment, furniture, or vehicles					
19			\$	\$	
20			\$	\$	
21			\$	\$	
22			\$	\$	
23			\$	\$	
24			\$	\$	
25			\$	\$	
26			\$	\$	
27			\$	\$	
28			\$	\$	
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life					
29				\$	
Grand total:				\$51,708	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:**152**

Category	Number	Percentage	Category	Percentage
African American	0	N/A	Attendance rate	95.7%
Hispanic	14	N/A	Annual dropout rate (Gr 9-12)	0%
White	132	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	2	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	88	57.9%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	1	0.7%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	1	0.6%	Average ACT score (number value, not a percentage)	N/A

Comments

The above statistics were taken from the 2011-2012 TEA AEIS Campus Report

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public										26	26	23	29	20	124
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:															124

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Schedule #13—Needs Assessment

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Districts needs assessment are conducted prioritizing needs that correlate with the districts mission to provide every student with an educational foundation that will prepare them for future success in their lives. If meeting the said need will fulfill more than one purpose in order to advance towards the districts mission, it is considered a greater need and therefore receives higher priority. The High School campus has received the highest priority due to the fact that there is the greatest demand for academic enrichment itself on this campus as well as demonstrated maturity and responsibility shown from the students in order to take personal initiative during program implementation. The students in grades 8th-12th can utilize the devices in many more ways than the younger grades of the district. The Administration has come to the previous conclusion due to the fact that High School Students have a greater need for academic enrichment in order to meet graduation requirements with a larger course load in all core subjects, including Dual Credit Courses, as well as develop skills for post-secondary education. Students can compose research papers and access information to enhance comprehension of core subjects. They will be able to utilize the devices to also enrich their academic experience through apps, installed software, and online tutoring. Also, due to a growing course load, students will also be able to download digital curriculum and complete assignments digitally thus representing an overall long term savings for the district as a whole. Demonstrated maturity and responsibility of students is also a factor of the decision to include only the 8th-12th grades of the District due to the fact the option will be given to students to take the digital devices to their personal residence after normal school hours, in order to take full advantage of the use of the devices for educational purposes. Currently, there is a draconian need for the incoming 8th-12th grade students of the High School Campus to have access to lending technology. A total of 124 8th-12th grade students that are expected to attend for the 2014-2015 school year. The district does not possess the means to implement a 1:1 Lending Technology Program for its entire High School Campus. Most classrooms opt to check out the laptops but then have to share it among students. The High School Campus (just recently implemented a BYOD (Bring Your Own Device) option. However, this can prove fruitless with any type of academic integration in order to fulfill the districts mission. Students are only able to access content for random reasons without any type of academic paradigm in place. With access to a Technology Lending Program, and implementation led by administration and instructors, students will have the ability to utilize a device in a cohesive, streamlined educational manner accompanied by instruction as well as a baseline of comparison to adhere to. Having this ability will prove to be a huge asset to the High School students.

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Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	8th-12th Grade Students Lack of 21st Century Technology Skills	An Implemented Technology Lending Program would provide students the access to achieve an instructional foundation of intergrading technology into their current environment. This education will serve as a cornerstone for their future academic career as well as day to day living in a modern society.
2.	Need of Versatility and Convenience of Classroom Instruction for Students	An Implemented Technology Lending Program would provide students an opportunity to achieve a more versatile as well as a more convenient learning experience. This will be due to being able to access and download updated information/text 24/7, being able incorporate technology into classroom instruction, and engage in a "real time" learning environment with their current instructor.
3.	Need of Versatility and Convenience of Classroom Instruction for Instructors	An Implemented Technology Lending Program would provide Instructors an opportunity to achieve a more versatile as well as a more convenient learning environment. This will be due to accessibility of digital curriculum, apps, and e-books to integrate into their teaching methods. Instructors will also be able to mass send and receive assignments as well as custom choose material for each student to supplement classroom teaching. This will also greatly assist Instructors with a high student/teacher ratio classroom.
4.	Need for a Tailored Learning Environment for Students with Special Needs	An Implemented Technology Lending Program would provide a tailored "inclusion" environment for Students with Special Needs. By possessing a Device, Students and Educators will also have access to customized software and apps to assist in classroom instruction for a student with a special need.
5.	Need for Overall Long Term Cost Savings for a School District	An Implemented Technology Lending Program would provide an Overall Long Term Cost Savings for the District in the form of but not limited to: Professional Development, Digital Curriculum, E-Books, Supplemental Instructional Materials, Paper, Ink, and Toner.

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Schedule #14—Management Plan

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Superintendent	Superintendent of Cross Plains ISD
2.	High School Principal	High School Principal of Cross Plains High School
3.	Technology Director	Technology Director of Cross Plains High School
4.	Business Manager	Business Manager of Cross Plains ISD
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	To prepare students for a 21st Century Technology Integrated Atmosphere	1. Professional Development of Instructors of Device	10/01/2014	12/31/2014
		2. Instruction of Students of Device	11/01/2014	02/01/2015
		3. Device utilization and incorporation into the classroom by Students and Instructors	11/01/2014	02/01/2015
		4. Obtain participating Student feedback/ Implement adjustment of program to foster student participation	03/01/2015	03/01/2016
		5. Increase of Campus overall STAAR test score average	04/01/2015	07/01/2016
2.	To provide Students Academic Versatility and Convenience with Technology	1. Professional Development of Instructors of Device	10/1/01/2014	12/31/2014
		2. Instruction of Students of Device	11/01/2014	02/01/2015
		3. Device utilization and incorporation into the classroom by Students and Instructors	11/01/2014	02/01/2015
		4. Obtain participating Student feedback/ Implement adjustment of program to foster student participation	03/01/2015	03/01/2016
		5. Increase of Campus overall STAAR test score average	04/01/2015	07/01/2016
3.	To provide Instructors Classroom Versatility and Convenience with Technology	1. Professional Development of Instructors of Device	10/01/2014	12/31/2014
		2. Instruction of Students of Device	11/01/2014	02/01/2015
		3. Device utilization and incorporation into the classroom by Students and Instructors	11/01/2014	02/01/2015
		4. Obtain participating Student feedback/ Implement adjustment of program to foster student participation	03/01/2015	03/01/2016
		5. Increase of Campus overall STAAR test score average	04/01/2015	07/01/2016
4.	Added Assistance for the Academic Enrichment of Students with Special Needs	1. Professional Development of Instructors of Device	10/01/2014	12/31/2014
		2. Instruction of Students of Device	11/01/2014	02/01/2015
		3. Device utilization and incorporation into the classroom by Students and Instructors	11/01/2014	02/01/2015
		4. Obtain participating Parent of Student Feedback	03/01/2015	03/01/2016

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The process the district has for monitoring the attainment of goals and objectives is for Administration to convey verbally and in writing specifications of the program to first faculty members participating in a program by means of a faculty meeting and then to students and guardians of students participating in a program. This is done via a community meeting that involves administration, guardians, parents, and students. Guardians, parents, and students are then required to sign a form stating they have been explained to about every part of the existing program via the Technology Lending Agreement that has been adopted by the District for the Technology Lending Program. Goals and objectives are deemed to need to be adjusted when program milestones are not met by the date specified in the proposed program. When it is deemed that goals and objectives need to be adjusted due to milestones not being met, first, the participating faculty is addressed by administration and is conveyed to as to how changes will be made. Following will be written notification to Students, Parents, and Guardians of Students.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Currently, the only kind of existing effort that is similar or related to the planned program is the ability for classrooms to check out laptops from the High School's computer lab. Efforts to support the proposed program will be coordinated through conveying of information from administration to faculty and then to parents, guardians and then students as to what exactly is expected to occur throughout the course of the program. Ensuring that all project participants remain committed to the program's success will be done via communication by administration as well as modification of position responsibilities of Instructors in carrying out the proposed program specifications. Instructors will also be responsible for incorporating the devices into classroom instruction. Students will participate in the incorporation of the program as well in order to receive a passing grade.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Data obtained From Technology Director	1.	High percentage of students utilizing borrowed device
		2.	High percentage of economically disadvantaged students utilizing borrowed device
		3.	Improvement of districts overall GPA
2.	Data obtained from Students	1.	High percentage of students utilizing borrowed device
		2.	High percentage of economically disadvantaged students utilizing borrowed device
		3.	Improvement of districts overall GPA
3.	Data obtained from Instructors	1.	Digital Curriculum utilized in the classroom
		2.	Educational enrichment tools utilized in the classroom
		3.	Improvement of districts overall GPA
4.	Data obtained from Instructors Pertaining to Students with Special Needs	1.	Digital Curriculum utilized in the classroom
		2.	Educational Enrichment tools used for a students with a special need
		3.	Improvement of students overall GPA
5.	Cost analysis of the district's budget of year before and two years of program implementation	1.	Digital instructional material vs tangible instructional material
		2.	Educational Enrichment tools accessed free of charge
		3.	Logistical data determining curriculum, paper, ink, toner, and utility cost

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Using funds to implement or enhance a technology lending program will be as follows:

Once funds are awarded, approx. 124 devices will be purchased for students in grades 8th-12th for the 2014-2015 school year. Upon receiving the devices, documentation of the manufacturer number will be done for each device for insurance purposes and submitted to the insurance company. Each device will then become insured before being assigned to students as well as given a "name". The "name" will be documented along with each device's manufacturer number and records will be stored in a secure place. All devices will then be reviewed and modified by the resident Technology Director in order to operate in accordance with the proposed program objectives. Once devices are modified, a facility meeting will be orchestrated by administration to convey all aspects of the program to the facility. A community meeting consisting of Students, Guardians, Parents, Faculty, and Administration will then commence to convey all aspects of the program as well as the Technology User Agreement and to answer any questions in regards to the Technology Lending Program. For students opting to check out the devices full time, Parents or Guardians will be required to submit a monetary deposit and agree in writing to an additional responsible use policy. If internet access is required to a student's residence at the time of the community meeting and requested, the Parent or Guardian will also be required to submit in writing via The Technology Lending Agreement, that the internet provided will be used solely for educational purposes by the student. The Technology Lending Agreement will also verify that students receiving internet access at home have demonstrated grade level mastery of the Digital Citizenship Strand of TEKS or a comparable local proficiency method. Devices will then be assigned to students for their intended use and proposed program will commence utilizing the previously stated objectives and milestones. Currently, the High School possesses only enough equipment to loan to a very low number of students in grades 8th-12th. For most circumstances, laptops are given to a whole class for the students to share. This circumstance does not make for a Technology Lending Program to exist in a cohesive, progressive manner that aligns with the Executive Summary previously stated. The students or instructors of the district cannot currently integrate any existing progressive instructional classroom techniques with the lack of available Technology Lending Devices.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The applicant has not purchased nor plans to purchase lending equipment through other funding sources.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The High School 8th-12th Grade Technology Lending Program is in concurrence with the District's mission to provide every student with an educational foundation to prepare them for future success in life. The proposed lending program aligns with the school districts mission with the following five objectives:

1. **To prepare Students for a 21st Century Technology Integrated Atmosphere** – today's society functions with the ability to adapt and integrate with technological advances. Every part of daily living from new homes to the current workplace incorporates technology to some degree.
2. **To provide Students Academic Versatility and Convenience with Technology** – having access to a device will enable students to participate in a more modern educational arena that includes supplemental educational tools thus representing a more streamlined, cohesive classroom environment.
3. **To provide Instructors Classroom Versatility and Convenience with Technology**- with students having access to a device, Instructors will be given the opportunity to provide students with a more modern educational experience with supplemental educational tools thus representing a more streamlined, cohesive classroom environment.
4. **Added Assistance for the Academic Enrichment of Students with Special Needs**- Instructors will be given the opportunity to create an academic environment for students with special needs through the accessing of supplemental instructional resources and curriculum catered to those needs. This will create an overall inclusion environment in the classroom.
5. **Overall Long Term Cost Savings of a District**- Savings of a district with a Technology Lending Program will be represented by cost savings of digital textbooks vs hardbacks, free instructional material available online vs purchase of said material, free apps and online tutoring for instructional supplementation, and elimination of overhead costs of a computer lab via electricity, paper, ink, and toner. Overall savings can then be allotted to different portions of the District's Annual Budget thus supplementing other educational programs.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Lending Program aligns with the current curriculum due to the fact that the High School Campus currently utilizes digital software for some core subjects as well as academic instructional supplemental material. High School students also participate in Dual Credits Courses via distance learning. The High School Campus also incorporates some electronic devices into the classroom via BYOD (Bring Your Own Device) thus practicing limited classroom management for electronic devices.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The High School campus currently participates in the use of electronic instructional materials in the form of participation of Study Island. Study Island is a leading academic software provider of standards-based assessment, instruction, and test preparation e-learning programs. Grades 8th-12th utilize Study Island in all core subjects. High School students also participate in online Dual Credit Courses.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Professional Development of the Technology Lending Devices for the High School Instructors will occur between the dates of Oct 1, 2014 – Dec 31, 2014. It will occur through the ESC Region 14 Service Center. Professional development will include but not be limited to objectives and milestones, accessing and manipulating features of a Tech Lending Device, downloading techniques and resources for curriculum, downloading techniques and resources of apps, and downloading techniques and resources for online books. All professional development will occur by using non grant funds.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Infrastructure of the High School Campus is as follows:

Internet Connection: 100 Mbps Wireless WAN provided by ESC 14

Google Apps or Education, Message Archiving, and Message Discovery

Wireless LAN: 2.4 GHZ band, 300Mbps speed

Internal Network: Windows Server 2008

The infrastructure can adequately supply Wi-Fi for of up to 300 users concurrently.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In the event it is determined that residential internet access is required for a student participating in the Technology Lending Program, the necessary steps will be taken:

Out of the percentage of students participating in the program, those that choose the option to check out the device full time will participate in the next phase as follows:

- If internet access is deemed to be required and has the ability to be installed at the student's residence at the time of the community meeting, assistance is then requested at that time, the guardian or parent will then also be required to submit via The Technology Lending Agreement, that the Internet provided will be used solely for educational purposes by the student.
- The Technology Lending Agreement will also verify that students receiving Internet access at home have demonstrated grade level mastery of the Digital Citizenship Strand of TEKS or a comparable local method.

Once all previous stages stated are completed, the district will arrange for a service carrier to install internet service at the specified place of residence for the term of the program and for the district to be billed by the service carrier for the term of the proposed program.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Cross Plains ISD currently employs a full time High School Technology Director that will be in charge of maintaining lending equipment throughout the duration of the proposed program. The District also receives all internet service through the ESC Region 14 Service Center thus having access to additional technical support.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Instructor will be in charge of the entire check in/check out process. For students opting to check out a device on a daily basis, if there is a shortage of devices on that particular day, students needing devices to complete classroom assignments will take priority.

In the event funding is secured for the proposed program, students will be presented the option to either 1: Check out the devices full time (able to take devices off campus) or 2: Check out the devices during school hours to participate in the proposed program.

For students that do check out devices on a full time basis, the process will be as follows:

- Devices will be purchased, accounted for, and insured
- A participating Faculty meeting followed by a Community meeting will take place and participating students will be required to agree in writing to the terms of the Technology Lending Agreement and submit a non-refundable deposit.
- Students will then be in charge of their device and required to bring it to school every day for program implementation per the Technology Lending Agreement.
- Students will be required to report any malfunctions to the Technology Instructor per the Technology Lending Agreement.
- The Technology Instructor will maintain all equipment as well as utilize purchased warranties and insurance policies. Malfunctioning devices will be repaired in a timely manner given the circumstances and a replacement device will be given to the student for the duration of the original devices repair.

For students that do not choose to check out devices on a full time basis, the process will be as follows:

- Devices will be purchased, accounted for, and insured
- A participating Faculty meeting followed by a Community meeting will take place and participating students will be required to agree in writing to the terms of the Technology Lending Agreement.
- Each morning, students will check out a device. A roster will be utilized that will include the date, time of checkout and check in of device, student name, ID name of device, and purpose of borrowing the device.
- Students will be required to turn in their borrowed device at the end of the school day per the Technology Lending Agreement.
- Devices will be stored in a secure location on campus to charge overnight.
- Students will also be required to report any malfunctions to the Technology Instructor per the Technology Lending Agreement.
- The Technology Instructor will maintain all equipment as well as utilize purchased warranties and insurance policies. Malfunctioning devices will be repaired in a timely manner given the circumstances and a replacement device will be given to the student for the duration of the original devices repair.

****All students participating in the Technology Lending Program will adhere to the Technology Lending Agreement adopted by the District for the Technology Lending Program stated in the TEA Program Requirement 11.**

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 75-6001237

Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Once funding is secured for the proposed program, and devices purchased, manufacture numbers located on the devices will be documented for insurance purposes. The documentation will then be kept in a secure location on campus. All devices will then be registered into the campus program. Each manufacturer number will also be recorded along with the assigned barcode. When students opt to check out a device on a daily basis, it will be scanned and recorded similar to how a library book is accounted for. A spreadsheet can then be composed utilizing the compiled data taken from the campus program in order to determine performance measures. When students opt to check out a device full time, the manufacturer number of the device will be recorded on their Technology Lending Agreement as well as scanned into the campus program.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The development and implementation of a Technology Lending Agreement has been created and adopted by the district for the proposed program. It has been designed to address all aspects of the proposed program. It does address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The following (this is a synopsis of the proposed table of contents not in this necessary order):

- o Terms of ISD Device User Agreement
- o Pricing
- o Title Warranty/Accident Coverage
- o Financial Hardship
- o Intentional Damage/Neglect
- o Use of Device on Districts Networks
- o Loss or Damage
- o General Device Rules
- o Abandonment
- o Repossession
- o Terms of Agreement
- o Appropriation
- o Graduation and Incoming Students
- o Files
- o Content
- o Filtering
- o Personalization
- o Device Repair Fee
- o Table of Fair Market Value

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person: